



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

March 31, 2011

To the Honorable  
The Committee on Finance and Personnel  
Common Council  
City of Milwaukee

Dear Committee Members:

Re: Common Council File Number 101441

The following classification and pay recommendations were approved by the City Service Commission on March 29, 2011.

In the Department of Administration-ITMD, one position of GIS Developer - Senior, SG 08 was recommended for reclassification to GIS Analyst, PR 598.

The job evaluation report covering the above positions, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,

**Maria Monteagudo**  
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report

C: Mark Nicolini, Renee Joos, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado, Sharon Robinson, Nancy Olson, Gary Langhoff, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, Daniel Panowitz, and Calvin Lee (DC 48)

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: March 29, 2011

Department: Administration - ITMD

Current	Request	Recommendation
GIS Developer – Senior SG 08 (\$57,028 - \$79,836)	GIS Analyst PR 598 (\$55,374 - \$67,258)	GIS Analyst PR 598 (\$55,374 - \$67,258)

**No Action Needed** – These anticipated changes were reflected in the 2011 budget.

**Background**

The Department of Employee Relations received a letter from Nancy Olson, Chief Information Officer of the Information and Technology Management Division (ITMD) of the Department of Administration, requesting a classification study of a vacant position of GIS Developer – Senior in Salary Grade 08. A new job description was provided and discussions were held with Gary Langhoff, Policy and Administration Manager.

**Duties and Responsibilities**

The basic function of this position is to create, analyze, and maintain maps, data, and reports for the City of Milwaukee. The duties and responsibilities include the following:

- 40% Provide GIS (Geographic Information Systems) support with mapping data, statistical analysis, and reports.
- 30% Provide support for existing web applications including data problem resolution, documentation, training, and future development.
- 20% Interact with public and internal customers and determine their geographic information needs.
- 10% Communicate and work closely with customers; follow up on issues and concerns and keep customers informed; fully inform managers or Lead Analysts about time, activities, and status; and provide reports and presentations.

Requirements include a Bachelor's Degree with course work in cartography, geography, land engineering, automated mapping or geographic information systems (GIS) or an Associate's Degree with three years of experience working in related fields; knowledge of automated mapping/GIS principles and practices, and geographic information system theory and application; an ability to write complex algorithms and perform a variety of difficult mapping and data assignments; and skill in using ESRI (Environmental Systems Research Institute), Oracle, and MicroStation software.


**Analysis and Recommendation**

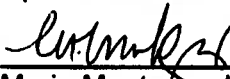
This vacant position of GIS Developer – Senior is located in the Geographic Information Systems section of the Department of Administration - ITMD. Previously, the basic function of the position was to provide advanced-level GIS systems analysis, serve as a consultant, provide design and development of GIS services, and assist with defining and managing customer

engagements. The duties and responsibilities of the position have now changed and the basic function is to create, analyze, and maintain maps, data, and reports for the City of Milwaukee. The department requests that this position be reclassified to GIS Analyst in Pay Range 598 to reflect these changes.

A review of the changes suggests that a reclassification is warranted. The submitted job description indicates that the position will be performing duties that are similar to those of other positions of GIS Analyst in the Department. We therefore recommend that this position of GIS Developer – Senior in Salary Grade 08 be reclassified to GIS Analyst in Pay Range 598.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteaquedo, Employee Relations Director